



Océ Posterizer™ Enterprise

Fast, flexible and in
control



User manual
Administration
settings and tasks

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Chapter 1

Preface

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Notes for the reader

Introduction

This manual helps you to use the Océ Posterizer™ Enterprise . The manual contains a description of the product and guidelines to use and operate the Océ Posterizer™ Enterprise .

Definition

Attention-Getters



Parts of this user manual require your special attention. These parts can provide the following:

- Additional general information, for example information that is useful when you perform a task
- Information to prevent property damage.

Note, Attention, and Caution

The words **Note** and **Attention** draw your attention to important information.

The attention-getters with the corresponding icons

Word	Icon	Indicates
Note		Tips or additional information about the correct operation of the product.
Attention		Information to prevent property damage, for example damage to the product or files.

Chapter 2

Océ Posterizer - Presentation

Océ Posterizer Enterprise

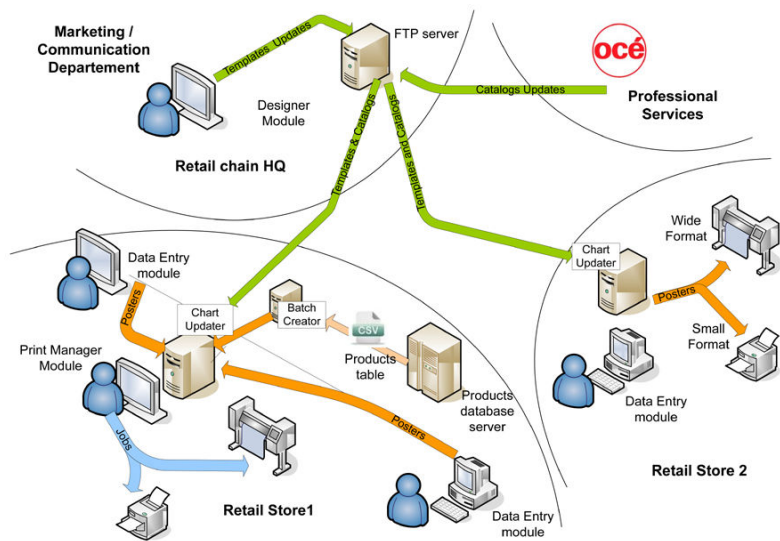
Introduction

Océ Posterizer™ Enterprise software is an integrated content and print management solution for on-demand POS (Point of Sales) signage.

You can produce a variety of professional-looking POP (Point of Purchase) materials on-demand: from short-term pricing posters to price tags, window clings, banners or other temporary POS signage.

Océ Posterizer ensures brand integrity and information accuracy while allowing the input of variable data and creative customization all the way down to the store level.

Illustration

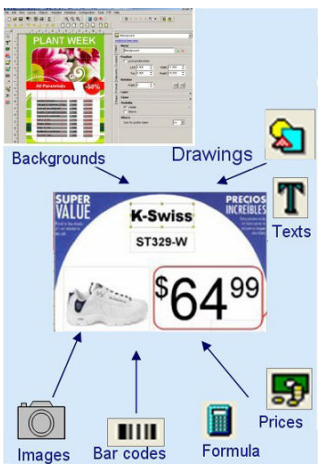


Global workflow

There are three main steps in a typical Océ Posterizer™ Enterprise signage workflow:

1. Design

Using the Designer module, the Retail Chain Head Office defines a customized poster template, including graphical chart elements and default settings for all necessary fields such as text, price, images, price formula, etc.



2. Manual or Automated Data Entry

With the Data Entry module, automatically populate the template to create a batch of posters by linking to a database. You can enter information manually, if desired, to create posters on the fly.



3. Automated Printing

The intelligent Print Manager module will:

- Screen the jobs depending on pre-set criteria
- Define the best nesting for optimal media usage
- Send the job to the appropriate printer

Once your workflow is set up, Océ Posterizer™ Enterprise software can generate a complete new batch of posters in minutes, with hardly any operator intervention.



The Océ Posterizer Automation option

The Automation option is an option of Océ Posterizer™ Enterprise .

It can help you dramatically improve your productivity by automating some routine tasks and linking the system to complex databases for automated data entry and for batch printing.

The Automation option activates the following functionalities:

- **Chart Updater:** you can automate the export of the templates to your stores
- **Template connection to products databases:** you can generate posters from the records of a database (such as Access, SQL, Oracle...)
- **Batch Creator:** you can fully automatically generate a batch of posters by simply dropping a CSV command file into a hot folder (no user intervention)
- **Database requests:** you can generate a batch of posters from a command file

The Océ Posterizer Multi Printers option

The Multi Printers option is an option of Océ Posterizer™ Enterprise .

Océ Posterizer can be connected by default to any small format printer (with output maximum of 12x18") and to certain large format printers (see your local sales representative for more details).

The Multi Printers option allows you to **connect Océ Posterizer to ANY large format printer, driven with a Windows driver, on the market.**

The Flyer-to-Poster (Catalog management) option

This option makes it very easy and error-free for a store **to print posters that exactly match promotions printed in the retail chain flyer.**

With the Flyer-to-Poster option, the store can visualize a soft copy of the current flyers, newspaper inserts or store catalogs.

The operator simply clicks on a product thumbnail of this digitized flyer, to print a promotional poster of the selected product in the desired template format, with all product and pricing details automatically populated.

This option requires that the flyer be digitized and indexed beforehand, and that a database be created containing the promotional data. These professional services are offered by Océ.

Chapter 3

Set the environment

Compatibility and requirements

Hardware and software requirements

System and network

The Océ Posterizer modules will be installed on a shared network drive accessible (with Read/Write access) by workstations located on the same LAN or VLAN.
You can install and run all modules on a single computer.

Hardware requirements

Processor	1.6 GHz or more
Memory	2 GBytes or more
Disk space	<div>200 MB for software installation</div> <div>20 GB free space recommended for the shared network drive, to run the application</div> <div><div><i>i</i></div><div>Note: The actual amount of disk space needed to run the application depends on the volume and type of data processed</div></div>
Display	1024x768 or higher
Network	<div>Broadband (2 Mbit/s or more) connection to the Internet</div> <div>FTP traffic allowed</div> <div>10 Mbits/s or faster LAN between the computers running the applications</div>
FTP server (for the Chart Updater)	<div>FTP server application with FTP server IP address (Host)</div> <div><div><i>i</i></div><div>Note: Make sure that the FTP server Host Name is fully qualified so that it can be resolved on both the Headquarters and retailer shop sites.</div></div>

Operating System

For the server (with a shared network drive)

- Windows Server 2003 R2, 32 bits
- Windows Server 2008, 32 bits

For the workstations

- Windows XP (SP2 or higher) Professional
- Windows Vista (Business or Ultimate), 32 bits
- Windows 7 (Professional, Enterprise or Ultimate), 32 bits
- Windows 7 (Professional, Enterprise or Ultimate), 64 bits (the software will run in 32 bits compatibility mode)

Language of the operating system: English, French, German, Dutch or Spanish

Request the license files

Get information to request the Océ Posterizer™ Enterprise package license file

Introduction

To get the Océ Posterizer™ Enterprise license file, communicate the computer Host Name and HostID (which is the Physical Address of the network adapter that connects it to the network).

This computer will be the Océ Posterizer 'server'. It will be:

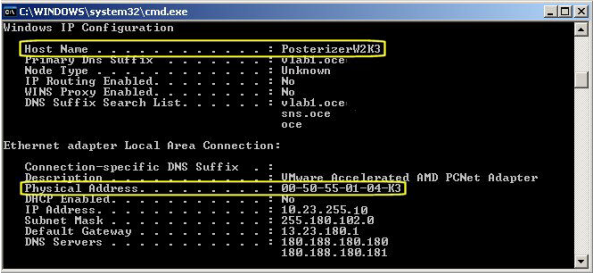
- The license server for the Océ Posterizer applications
- The computer on which the Océ Posterizer package will be installed

When to do

Get the computers information before the installation of the Océ Posterizer™ Enterprise package and send them to your Océ representative.

Request the Automation, Multi Printers and Flyer-to-Poster options when needed.
Then Océ can generate and provide the license files for the installation.

Illustration



[7] Command window

1. Run a Command Prompt on the computer
2. Type' ipconfig /all '
3. In the result, locate the lines with 'Host Name' and the line with 'Physical Address'
If there are several network adapters enabled on the computer, there will be several 'Physical Address' lines.
Make sure you select the 'Physical Address' of the network adapter that is currently active.

4. Send the 'Host Name' and 'Physical Address'('HostID') information to your Océ representative.



Note:

On demand, your Océ representative can provide a utility tool to display the Host Name and HostID.

Result

This information will be used to generate a license file that you will need to activate the software features you ordered.

Chapter 4

Install the Océ Posterizer Enterprise package

Install and configure the Océ Posterizer™ Enterprise software

Install the Océ Posterizer™ Enterprise package

Introduction

The Océ Posterizer™ Enterprise package must be installed on a shared drive of a computer in order to be used simultaneously by several users (on several distant workstations).



Note:

Make sure you ordered the relevant license to use several instances of the modules at the same time.

Before you begin

Log on the computer with the Windows Administrator profile

When you install from the zip file, unzip the installation files to a temporary folder.

Required tool

- The .ZIP file that contains the installation files or the installation CD.
- The license file for the Océ Posterizer package

Install the software

1. Run the setup.exe file (from the temporary folder or from the CD)
A wizard opens.
2. Select your language
3. Accept the license agreement
Follow the instructions of the wizard.
4. Install the application:
 - only for the current profile (Administrator only)
 - for all the users on this computer (recommended)
5. Select a destination drive/folder on which any distant users of the application will have the read/write rights
6. Select the program folder
7. Decide whether shortcuts are installed on the desktop
8. Click Finish and read the Readme file

Result

A shortcut for each Océ Posterizer™ Enterprise module is displayed on the list of programs and appears on the desktop of the computer.

Open the installation folder (Posterizer\Exe) to create shortcuts for the Chart Updater and Batch Creator components.

Activate Océ Posterizer™ Enterprise in the Data Entry module

Before you begin

- Log on the computer with the Administrator profile
- Make sure that during the activation, the computer is connected to the network, using the same adapter whose Physical Address was communicated in the license file request
- Make sure you received the license file from your Océ operating company.

Activate the software

1. Double-click the Data Entry shortcut icon to run it
2. An license window opens
3. Browse to to the license file and select it
4. Validate
5. Log in as the Administrator



Note:

The default login is 'Admin'. The password is 'pwd4Admin'.

6. Enter the 'Store code'
7. In the top menu select 'Help'
8. Select 'About...'
9. In the 'About' tab, open 'Licenses' to check that the Océ Posterizer license is activated

Import the chart

1. In the 'Tools' menu, select 'Chart tools'
2. Open 'Import chart from zip file...'
3. Import the default chart (named 'DemoChartxxx.zip') from the temporary installation folder or CD
4. Leave the password field empty
The chart is unzipped and installed on the computer (in a Posterizer folder, in the user profile)
5. When the chart is successfully installed, a window pops up. Click 'OK'

Open a poster template from the chart

1. Click 'New...' to create a new poster
2. The list of default templates opens. Select one template to create a poster

Result

The Océ Posterizer™ Enterprise software is activated.
The Data Entry module is ready to create the posters.

Configure the first printer in the Print Manager

Introduction

When you open Print Manager for the first time, no printer is configured. You are prompted to log as the Administrator to install the first printer.

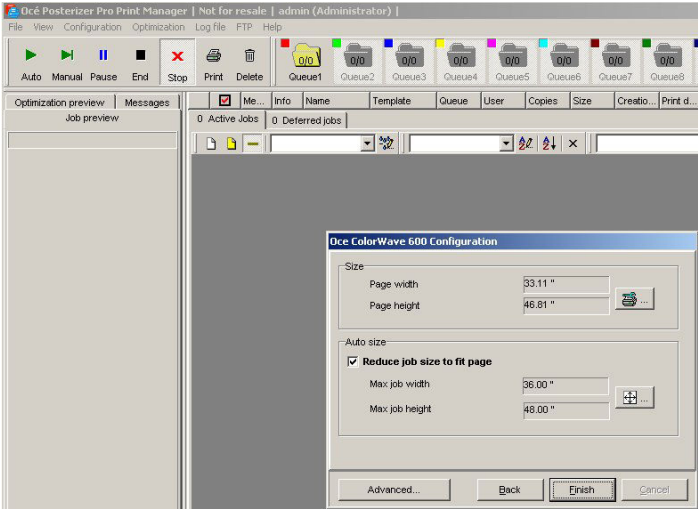
Before you begin

Make sure the printer to add is already installed on your Windows operating system. Open the 'Printers and faxes' window in your Windows operating system and check the availability of the printer.



Note:
To add non-Océ wide format printers, you need the Multi Printers option license installed. See [‘Request and install the Multi Printers license’ on page 38](#) to get the detailed workflow and procedure.

Illustration



Configure the first printer

1. Open the Print Manager module
2. Log in as the Administrator



Note:

The default login is 'Admin'. The password is 'pwd4Admin'.

3. Select a printer in the list of available Windows printers and click 'Next'
4. Configure the printer
 - Set the printer type and paper
 - Set the page size
 - Set the automatic behavior (recommendation: activate the 'Reduce job size to fit page' option)
5. Configure the advanced settings when needed
6. Configure the printer driver ('Printer configuration...') when needed
7. Finish to close the wizard

Result

You installed the first printer in Print Manager.

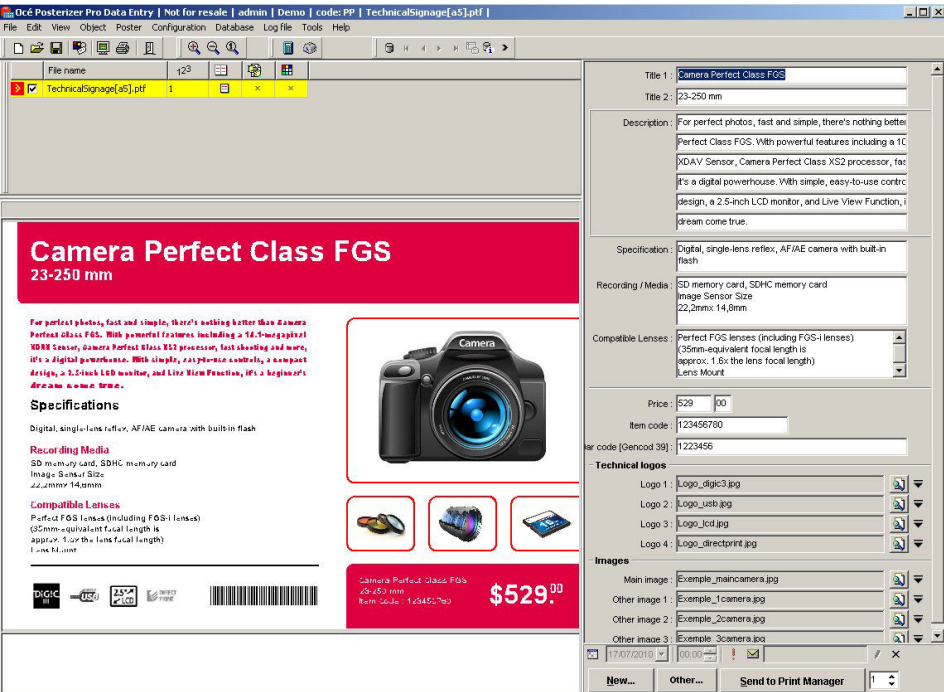
The application automatically creates and activate the first queue (Queue1) and links it to the printer. Print Manager is ready to print the first job.

Send and print a test poster

Introduction

Send a poster from the Data Entry module and print it using Print Manager.

Illustration



1. In Data Entry adjust the poster
2. Click 'Send to Print Manager'
3. In Print Manager, the job arrives in the Queue15 and then moves to the Queue1. Check the content of the Queue15 and of the Queue1
4. When the job is in Queue1, it appears in the jobs zone, 'Active Jobs'. Open the 'Job preview' tab to check the poster
5. Start the printing (click 'Auto')

Result

The job moves to the 'Optimization Pending Job' tab.
When it is printed, it moves to the 'Inactive Jobs' tab.

The workflow between the modules of Océ Posterizer™ Enterprise is validated.

Create and manage departments and users

Manage the users

Introduction

You need to login as a declared user to open and use any Océ Posterizer™ Enterprise application.

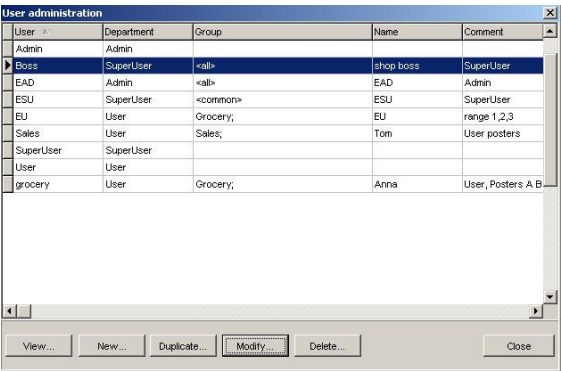
As an Administrator, you create all the users of the Designer, Data Entry and Print Manager modules.

Create a user, define one or several departments the user belongs to and select the profile. When needed, update a user's profile.

Before you begin

Open the Designer, or Data Entry, or Print Manager module and log in as the Administrator.

Illustration



Create the departments

1. In the top menu, select 'Configuration'
 2. Select 'Edit department list'
 3. Click 'Add'
 4. Enter a new department name
 5. Click 'OK'
- The new department is added to the 'Department list'.

**Note:**

The department names displayed in the 'Auto created departments' list are the departments for which folders have been created in the Templates folder (example: 'Chart\Templates\\$Grocery'). Very likely, the 'Auto created departments' have available specific poster templates.

Create and administrate users

1. In the top menu, select 'Configuration'
2. Select 'User administration...'

A table displays the list of users with their profile
3. Click 'New...'
4. In the 'New user' window, create the user login and password
5. Enter the user name, telephone number and a comment when needed
6. Click on 'Department' to select one or several departments to which the user belongs
7. Define the profile of the user:

When the profile is:	The user can:
User	<ul style="list-style-type: none"> ■ Create templates in the Designer ■ Create posters from his/her department templates or from the common templates in the Data Entry module ■ Send the posters to the Print Manager ■ Activate the dispatcher and queues, and start the printing in the Print manager
SuperUser	Do what a User can do, and: <ul style="list-style-type: none"> ■ Create posters from all common or departments templates (any department) in the Data Entry module ■ Modify links between printers and queues in the Print Manager
Admin	Do what a User and a SuperUser can do, and: <ul style="list-style-type: none"> ■ Configure the administration settings of each module ■ Create and administrate departments and users ■ Create printers, configure the dispatcher and the optimization settings in the Print Manager

Result

Each user created in a module can open the other modules, according to his/her profile.

A user with the Admin profile can update and modify the users' configuration.

Share 'Common templates', 'Department templates' and catalogs

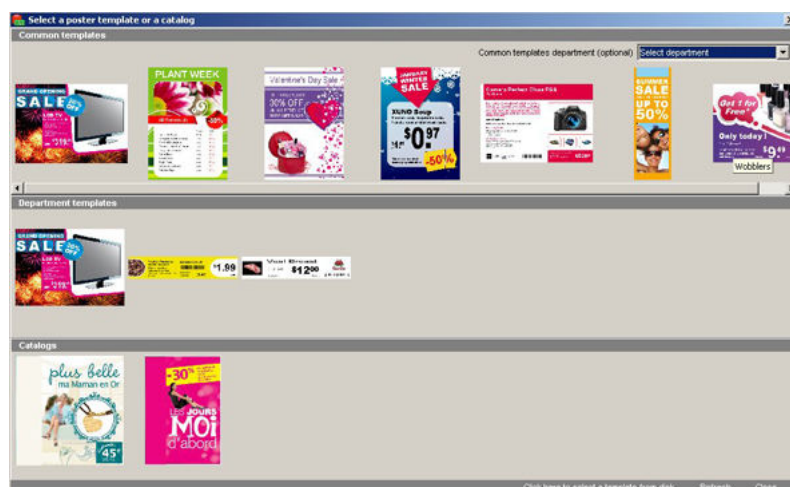
Introduction

In the chart you can store and share:

- 'Common templates' that are available to all users
- 'Department templates' that are available only to users attached to this department

To share a catalog and create posters from it, contact your Océ representative.

Illustration



Store a common template

To create a common template that will be shared to every user:

1. Create a template in Designer.
2. In the chart create the following folder:
`\Posterizer Enterprise\Chart\Templates\[FolderName]`
3. Store the template in this folder.
 Example: the common template for the sales is stored in the folder: `\Posterizer Enterprise\Chart\Templates\Sales`

Result

The chart can be shared and exported to the retailers' stores.

All users will see the template in the list of 'Common templates' (when opening the Data Entry module). They will be able to create posters from this template.

The user can then select for which department he/she uses the template.

Store a department template

To create a department template that will be displayed only to users related to the department or to the SuperUsers:

1. Create a template in Designer.
2. In the chart create the following folder:
`\Posterizer Enterprise\Chart\Templates\[FolderName]`
3. Store the template in this folder.
Example: a department template for the grocery department is stored in the folder:
`\Posterizer Enterprise\Chart\Templates\Grocery`

Result

The chart can be shared and exported to the retailers' stores.

When a user from this department will log in, he/she will see the template in the list of 'Department templates'.

The user will be able to create a poster from this template. The department will be one reference of this poster.

Share a flyer or a catalog

1. Contact your Océ representative to digitize the catalog or flyer and create the associated templates
2. Store the catalog material provided by Océ in a specific folder, in the chart:
`\Posterizer Enterprise\Chart\Templates\[CatalogFolderName]`

Result

The chart can be shared and exported to the retailers' stores.

All users will see the catalog in the list of 'Catalogs' (when opening the Data Entry module). They will be able to create posters from this catalog.

Advanced access and options

Set the 'Company ID' and the 'Store information...'

Import the 'Company ID'

Introduction

The 'Company ID' allows you to open, use and print the templates generated exclusively for your company.

You need the same 'Company ID' as the one saved in the template to be able to use it.

The 'Company ID' can be:

- Automatically installed during the installation of the software
- Imported afterwards



Note:

When the Company ID is not imported (default one), you can only open and use the 'Demo Chart' templates.

Purpose

Check if the 'Company ID' is installed.

Import it when needed.

When to do

After the installation of the software, before you open a company template.

Required tool

- The Company ID .ini file (encrypted file named 'PosterizerEnterpriseSettings.ini' by default)

Illustration



Check whether the 'Company ID' is installed

1. Open one Océ Posterizer Enterprise module (Designer, Data Entry or Print Manager)
2. In the top menu select 'Help'
3. Select 'About...'
4. In the 'About' tab, check the value of the 'Company ID':
 - 'o' is the default value. You need to import your 'Company ID'
 - Another value (>255) means that your 'Company ID' has been installed

Import your company ID

1. Open one Océ Posterizer Enterprise module (Designer, Data Entry or Print Manager)
2. In the top menu select 'Configuration'
3. Select 'Import company ID'
4. Browse to the location of the 'PosterizerEnterpriseSettings.ini' file (default name)
5. Open the .ini file

Result

The 'Company ID' stored in the .ini file is imported.
Check the ID in the 'About...' window.
You can open and use the templates generated for this 'Company ID'.

Set the 'Store information...'

Introduction

After the installation of the Data Entry module in a store, the administrator fills in the 'Store information...' to provide:

- The 'Store code' was filled in during the installation of the Data Entry module
The 'Store code' is the store reference that will be displayed in the Print Manager
- The location of the store
- The contact name and means to contact him/her
- Any additional information

Before you begin

Log in as the Administrator

Set the store information

1. In the top menu select 'Configuration'
2. Select 'Store information...'
3. Enter all information related to the store: 'Address', 'Contact' name and 'Other information'...
4. Click 'OK' to save the 'Store information'

Remote access to the modules

Open a module from a workstation

Introduction

The Océ Posterizer package is installed on a shared drive of the Océ Posterizer 'server'. You can open each module from distant workstations.

Before you begin

- Make sure the workstations are connected to the network
 - Make sure the users on the workstations have the read/write rights on the shared folder
-
1. On the workstation, browse the network to the shared drive of Océ Posterizer 'server'
 2. Map this network drive to create the connection
 3. Browse to the Posterizer\Exe folder
 4. Create a shortcut for each module:
 - Designer.exe
 - DataEntry.exe
 - PrintManager.exe
 5. Copy or cut the shortcuts
 6. Paste the shortcuts on the workstation desktop or start menu

Result

Click the shortcuts to start the modules (Designer, Data Entry or Print Manager) on the workstation.

Install the options afterwards

Request and install the Automation option

Introduction

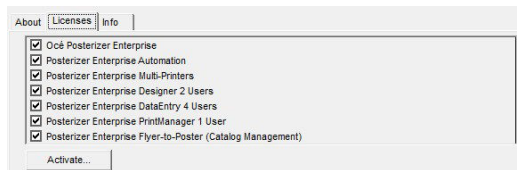
You can order this option when you order Océ Posterizer™ Enterprise or you can request and install it afterwards.

Purpose

You need the Automation option to:

- Connect to a database
- Automatically share the templates through the Océ Posterizer™ Enterprise Chart Updater
- Automatically process batch prints with the Océ Posterizer™ Enterprise Batch Creator
- Create 'Request database' files

Illustration



Request and install the Automation option

1. Open a module (Data Entry for example)
2. In the top menu select 'Help'
3. Select 'About...'
4. In the 'About' tab, record the 'Serial number'
5. Send this 'Serial number' to your Océ representative and order the Automation option
6. When your Océ representative sends the license file, store it
7. In the module, open the 'About' page from the 'Help' menu
8. In the 'Licenses' tab, click 'Activate...'
9. In the 'Import License File' window, browse to the location for the license
10. Select the license file and open it
The Automation option is installed.
11. In the 'Licenses' tab, check the license 'Posterizer Automation' is selected

Request and install the Multi Printers license

Introduction

You can order this option when you order Océ Posterizer™ Enterprise or you can request and install it afterwards.

Purpose

You need the Multi Printers license to add non-Océ wide format printers.

Request and install the Multi Printers option license

1. Open a module (Print Manager for example)
2. In the top menu select 'Help'
3. Select 'About...'
4. In the 'About' tab, record the 'Serial number'
5. Send this 'Serial number' to your Océ representative and order the Multi Printers
6. When your Océ representative sends the license file, store it
7. In the module, open the 'About' page from the 'Help' menu
8. In the 'Licenses' tab, click 'Activate...'
9. In the 'Import License File' window, browse to the location of the license
10. Select the license file and open it
The Multi Printers option is installed
11. In the 'Licenses' tab, check the license 'Posterizer Multi Printers' is selected

Request and install the Flyer-to-Poster option (Catalog Management)

Introduction

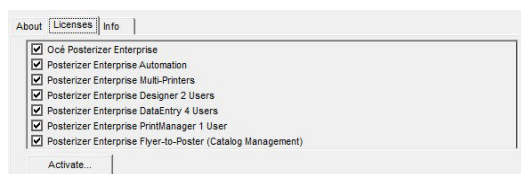
You can order this option when you order Océ Posterizer™ Enterprise or you can request and install it afterwards.

Purpose

You need the Flyer-to-Poster option to:

- Create posters from a catalog or a flyer
- Send these posters to the Print Manager

Illustration



[14] Posterizer options

Request and install the Flyer-to-Poster option

1. Open a module (Data Entry for example)
2. In the top menu select 'Help'
3. Select 'About...'
4. In the 'About' tab, record the 'Serial number'
5. Send this 'Serial number' to your Océ representative and order the Flyer-to-Poster option
6. When your Océ representative sends the license file, store it
7. In the module, open the 'About' page from the 'Help' menu
8. In the 'Licenses' tab, click 'Activate...'
9. In the 'Import License File' window, browse to the location for the license
10. Select the license file and open it
The Flyer-to-Poster option is installed.
11. In the 'Licenses' tab, check the license 'Posterizer Enterprise Flyer-to-Poster' is selected

Configure the Chart update by FTP

Set and configure the FTP server (Headquarters)

Introduction

The FTP server is a temporary storage space to distribute charts, posters and information between the Océ Posterizer Enterprise modules at the Headquarters location, and the Océ Posterizer Enterprise modules at the retailers' stores locations.
This FTP server can be located anywhere on the Internet, provided it is accessible by both the Headquarters and the retailers.

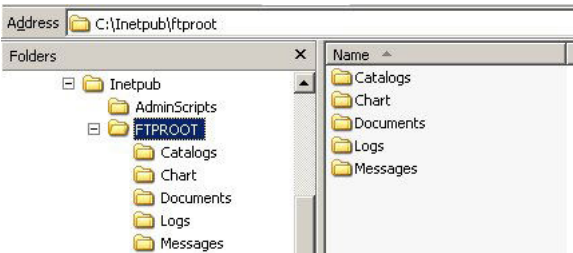
When to do

The FTP server needs to be configured, prior to the configuration of FTP settings in the Chart Updater.

Before you begin

Make sure you are logged with the Windows Administrator profile.

Illustration



[15] Folders in FTPROOT

Set and configure the FTP server

1. Open the FTP server application
2. In the FTPROOT folder, create the following folders

'ChartAll'	to distribute a complete Chart.zip file (full update of the chart)
------------	--

'Chart'	to distribute the ChartSelection.zip files, in order to update only specific elements of the Chart
'Catalogs'	to distribute the Catalog.zip files delivered by the Océ Professional Services
'Documents'	to distribute ZIP files of print ready document or other documents to share with the stores
'Messages'	to communicate text files with a .mess extension. These messages will be displayed in Data Entry.
'Output'	to store the log files, in order to monitor which stores have downloaded the updates

3. Create 2 FTP users and name them, for example:
 - HQ (for Headquarters)
 - Store
4. For the HQ user, set:
 - a password
 - the Read/Write/Delete rights on the folders in FTPROOT
5. For the Store user, set
 - a password
 - the Read/Execute & read right on the folders in FTPROOT

Result

The FTP server is configured.

You can open a Command window and test it.

Publish a chart or a chart selection

Purpose

Once you created a chart or a selection of a chart, you must make it available to the users of the data entry module in the retailer stores. To do so, you publish the chart and some possible additional information. All those updated items are stored into .ZIP files.

To publish a chart, you can:

- send the .ZIP files by e-mail to the users of the data entry modules.
- save the .ZIP files on the FTP server for retrieval by Chart Updater (Automation option is a prerequisite).

Check the name of the ZIP files to publish

For compatibility reasons with Chart Updater, the .ZIP files you save on the FTP server have a specific syntax.

This syntax is composed of 2 parts, as follows:

freetext_yyyymmdd.zip

Where:

- the free text part cannot contain special characters or white spaces
- the free text part and date information must be separated with the underscore character:
—
- the date information is composed as follows: **y** stands for 'year', **m** for 'month' and **d** for 'day'

Save the chart on the FTP server

1. Browse to the location where you stored the .ZIP file of the chart.
2. Save the .ZIP file in the '\\FTPROOT\\ChartAll' folder of the FTP server.

Save the chart selection on the FTP server

1. Browse to the location where you stored the .ZIP file of the chart selection.
2. Save the .ZIP file in the '\\FTPROOT\\Chart' folder of the FTP server.

Publish additional information on the FTP server

1. Chart Updater can retrieve additional information from the FTP server.

Browse to the FTPROOT folder of the FTP server.

2. You can add:

Information to add	Description
documents	<ul style="list-style-type: none"> ■ Gather your documents into a .ZIP file. ■ Name the ZIP file according to this syntax: freetext_yyyymmdd.zip ■ Save the .ZIP file in the '\FTPROOT\Documents' folder.
catalogs	<ul style="list-style-type: none"> ■ If Océ services do not have access to the FTP server, they provide you with catalogs gathered into .ZIP files. ■ Save the .ZIP files with the catalogs in the '\FTPROOT\Catalogs' folder.
	<p>Specificities of the Catalogs folder:</p> <ul style="list-style-type: none"> ■ The .ZIP file uploaded on the FTP server must have the following syntax: catalogsinfo_yyyymmdd.zip ■ The 'catalogsinfo_yyyymmdd.zip' file must have the same structure as a chart. The .ZIP file must include the following subfolders (even if some of them are empty): 'ExtraDb', 'Fonts', 'Formula', 'Images', 'Messages', 'Posters' and 'Templates'.
messages	<ul style="list-style-type: none"> ■ In the '\FTPROOT\Messages' folder, create a text file (.TXT or .DOC, for instance). ■ Type in a general message for the retailer stores. ■ Save the file: <ul style="list-style-type: none"> - with the following syntax: freetext_yyyymmdd.mess - with the .MESS extension.

Create .ZIP files for a single retailer store

1. You can create .ZIP files that can only be retrieved by one single retailer store.
To do so, retrieve the store code of the retailer store.
2. Browse to the location where you stored the .ZIP file.
3. Rename it with the following syntax:
freetext_yyyymmdd[StoreCode].zip
4. Save the file in the dedicated folder of the FTP server.

Result

The Chart Updater component installed in all the retailer stores will retrieve those information. The local data entry modules and the charts of the retailer stores will be updated accordingly.

Configure the Chart Updater at the store location

Introduction

The Headquarters upload the new templates and new information (messages, images, catalogs...) onto the FTP folders.

Configure the Chart Updater in each store, in order to automatically check and install locally these new elements.

Before you begin

Make sure you activate the Automation option (see *'Request and install the Automation option'* on page 37)

Find the ChartUpdater.exe shortcut in the 'Start - All programs - Océ - Posterizer Enterprise' menu or open the file from the \\Océ\\Posterizer Enterprise\\Exe folder .

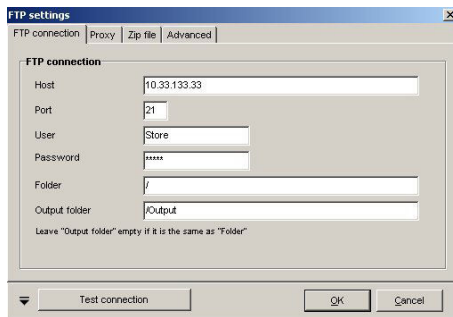
You can duplicate or create shortcuts and put them on the desktop.



Note:

When the application is minimized, the icon is displayed in the taskbar. Double click on the icon to open the application.


Illustration



Configure the Chart Updater

1. Open the Chart Updater
2. Log in with the Admin profile
3. In the 'Information' window, select 'Manual mode'
4. In the left menu, select 'Configuration' and FTP 'Configuration'
5. Click 'Configure...'

6. Fill in the information to connect the 'Store' user to the folders on the FTP server

'Host'	IP address or hostname of the FTP server  Note: Make sure that the FTP server 'hostname' is fully qualified so that it can be resolved on both the Headquarters and the stores sites.
'Port'	By default, the FTP port is the port 21
'User'	Name of the user who reads on the FTP server. In our example: Store
'Password'	The user password you set in the FTP server application
'Folder'	The folder where the Posterizer FTP folders are stored The folder is '/' when the path is already declared in the Store user's FTP settings. In our example, the folder is '/' because the 4 Posterizer folders on the FTP are directly stored in the FTPROOT folder
'Output folder'	The place where the log files will be stored. In our example: '/Output'

7. Click 'Test connection' to check the communication with the FTP folder
8. Select 'Timeslots' to set the days and timeslots when the Chart Updater will check the new elements and download them from the FTP server
9. Click 'Configure...'
10. Set the 'Time range settings'
11. Click 'OK'

Result

The Chart Updater is configured to perform the scheduled checks and downloads. Following the timeslot, the Chart Updater checks the content of the FTP folders, downloads it and install it locally.

When a new zip file is retrieved in the ChartAll FTP folder, the Chart Updater:

- Makes a backup of the current chart
- Replaces the current chart with the content of the zip file downloaded from the ChartAll folder
- Downloads (from the Chart folder) and installs the chart updates that have a date tag more recent than the date of the new zip file

Manually check the updates

You can also launch the process manually:

1. Select 'Updates' in the left menu
2. In the 'Check now' table, you can check and download the updates folder by folder (Chart, Catalogs, Documents, Messages...) or download all the updates.
You can also decide to download the whole chart ('Graphical chart (whole) and following updates')
3. In the 'Manual mode' tab, you can check the content of the Catalogs and Chart FTP folders. Then you can decide to download elements from these folders
4. The 'Log file' tab displays the logs of the Chart Updater actions stored in the \Océ\Posterizer Enterprise\DbFolder\Log folder.

Chapter 5

Advanced administration settings in the Océ Posterizer™ Enterprise modules

Update/Uninstall the software

Update the modules

Introduction

You can easily update a version of the Océ Posterizer™ Enterprise to a more recent one.

Before you begin

Log in as the Windows Administrator.

Required tool

- A CD-Rom or a zip file containing the updated installation package.
-
1. Launch the installer (setup.exe) on the computer where a previous version of Océ Posterizer™ Enterprise is already installed
 2. The wizard appears and propose the update
 3. Click 'Next'
 4. Accept the license agreement
 5. Check the installation notes
The update process starts.
 6. Click Finish and read the Readme file

Result

The new version is installed.

The modules configuration data and temporary data (like jobs spooled, log files, etc..) are preserved through the update.

Un-install the Océ Posterizer™ Enterprise

1. Open the 'Add or Remove Programs' window.
The 'Add or Remove Programs' window is available from your Windows Control Panel.

**Note:**

According to your operating system, the name of this window may be different.

You obtain the list of all the applications installed on your workstation.

2. Select the Océ Posterizer™ Enterprise entry from the list.
3. Click 'Change/Remove'.
Click 'OK' or 'Yes' to confirm.

Result

The Océ Posterizer™ Enterprise modules are removed from your computer.
However, the content you created in the Océ Posterizer™ Enterprise modules (master templates, graphical charts,...) remains available. Delete them for a complete clean up:

Remove the related folders and files

1. Delete the Océ\Posterizer folder containing the configuration files (defined during the installation procedure)
2. Delete the Posterizer folder in the 'Temp' folder:
In the Windows start menu, select 'Run', type "%temp%". Locate the Posterizer folder in the list and delete it.

Configure the log file and reporting activity

View, print or archive the 'Log file'

Introduction

An Administrator can configure the reports of the activity of each module. Refer to the application manuals of the Data Entry and Print Manager modules to get specific information about the log file report.

Create a log file report: define the 'Log file settings' (Administrator only)

- Log in as a user whose profile is Admin
- In the 'Log file' top menu, select 'Settings...' to open the Logfile 'Log file settings' window.
- Define the log process and frequency:
Select the behavior for logging: frequency and content of the recording. By default, it will log the actions of the 7 last days.
Optimize the access to the log file (for a faster access)

By default, there is no log file archived.

Configure the Print Manager module

Check the application folders

Illustration



[17] Example of the structure of the application folders

Check the application folders

1. In the 'Configuration' menu, select 'Application folders'
2. In the 'Application folders' window you can check all the paths to the folders used by the application

Add and configure printers

Add a printer

Introduction

This is the first step to configure the print workflow in the Print Manager.

Purpose

Add all the printers to be connected to print queues.
They can be local printers or network printers.

Before you begin

Log in as a user whose profile is Admin.

Make sure the printers to add are already installed on your Windows operating system.
Open the 'Printers and faxes' window in your Windows operating system and check the availability of the printers.

To add non-Océ wide format printers, you need the Multi Printers license installed. See ['Request and install the Multi Printers license' on page 38](#) to get the detailed workflow and procedure.

Add a printer

1. In the 'Configuration' top menu, select 'Printers'
2. Select 'Add a printer...'
3. In the 'Add a printer' window, select one of the printers available on your system
Click the icon at the bottom of the window to display the list of paper formats available on the selected printer
4. Click 'Next'
5. Set the 'Printer type' (small format sheet printer, wide format printer or 'RIP')
6. Select the default 'Paper color' in the printer
7. Click 'Next'
8. Check the page size.
Click the 'Printer configuration...' button to change it when needed
9. Check the default 'Page size'
When the size of posters is slightly larger than the page size (printable area), activate 'Reduce job size to fit page'
Click on the button to change the default page size when needed.

10. Click 'Advanced...' to open the advanced configuration settings (see *'Configure the printer properties (in the driver)'* on page 58)
11. Click Finish

**Note:**

To use the same printer with different configurations, add a Windows printer several times into the Print Manager.

In the Print Manager, configure each printer for each needed configuration (example: printer A with A3 page configuration, printer B with A4 page configuration, printer C with yellow paper ...)

These printers are different in Print Manager but point to the same physical printer.

Result

The printer is added to the list in the Print Manager.

This printer is independent from the printer in the Windows system. The printer configuration you define in the Print Manager (see *'Configure the printer advanced settings in the Print Manager'* on page 56) will not influence the configuration of the printer in your system.

Delete a printer

1. In the 'Configuration' top menu, select 'Printers'
2. Select 'Remove printer...'
3. Select the printer to remove
4. Click 'OK' and confirm

**Note:**

You must keep at least one printer in the list.

Configure the printer

Configure the printer advanced settings in the Print Manager

- 1. In the 'Configuration' top menu, select 'Printers'
- 2. Select the printer to configure
- 3. In the 'Page' section you can check the print format of the printer.
When you need to change the page width and height click on the 'Printer configuration...' button (at the bottom of the window) and change them in the printer driver
When the size of posters is slightly larger than the page size (printable area), activate 'Reduce job size to fit page'.
- 4. In the 'Margins' section, enter a value for the additional white space (software margins) to add around the poster. These margins will be added to the printer margins.
Set also the size of the horizontal (X) and vertical (Y) gutter between 2 posters.



Note:
This poster spacing will not apply between the 2 sides of a double sided poster.

- 5. In the 'Crop marks' section, define if the crop marks have to be printed:

'On': always, for each file (independently of the file settings)
'Off': never, for no file (independently of the file settings)
'File defaults': print the crop marks when they are set on the poster file
Define the 'Type' and 'Size' of the crop marks.

- 6. In the 'Sleeve' section, define whether the objects defined as sleeve objects in the poster will be printed
- 7. In the 'Double sided' section, you can:

Check whether the printer allows duplex printing. So you can decide where to define the double siding.
Select 'Software' when your printer has no duplex capability or when you do not want to use it. When 'Software' is selected, the software will print the recto and verso of the poster on the same sheet. You will obtain the double sided poster by folding the sheet in two. Select 'Printer' when the printer has duplex capabilities (and is configured as default for that).
The 'Double sided offsets' fields allow to define a vertical and horizontal shift between the 2 sides of the poster.

- 8. In the 'Color' section you can set the optimization of the ink usage:

<p>According to the color of the paper, define the level of ink reduction for colored inks (the higher level of reduction, the clearer they will be) and for black ink (it will make gray)</p> <p>The adjustment of this feature allows you savings on ink costs and avoid the paper deformation due to an excess of ink in dense areas.</p>
<p>Select the default color of paper on this printer.</p> <p>When several colors are available on a printer, you can create different instances of the printer to use one instance per color.</p>
<p>When you activate 'Print posters on white background' the background of the poster file is not printed and remains white.</p>

9. In 'Special' define the size of the printout:

<p>Keep 'Printer page size' when:</p> <ul style="list-style-type: none"> - you print to a wide format printer on which the paper saving option is activated (recommended) - you print to a sheet fed printer (mainly a small format printer)
<p>Select 'Inked area - paper economy' to print only the inked part to wide format printer without Paper saving option</p>
<p>Select 'Document size' when you print using a RIP</p>
<p>Select 'Print only one row' when you print several posters on a same roll via the 'Optimization' feature (wide format printer)</p> <p>The software will send each row of posters separately to the printer.</p>

10. In 'Layout' define the position of the posters or labels on the page:



Note:

You can use a 'Layout template' in order to print a sheet containing multiple product labels displaying the product price and barcode.

Create this 'Layout template' (.plf file) in the Designer module.

Select 'Use layout'

Click '...' to browse to the layout template you created, and select it.

You can declare several layout templates for this printer. Then, order them by priority: the application will position the files on the page according to the layout, starting from the first.

In case no layout template is applicable, check the option 'Automatic optimization if no layout applies' to activate the automatic optimization.

You can print the template on the page ('Print the layout template').



Note:

When you declare a layout template for a printer, configure a queue and the dispatcher in order to send the labels of the relevant size (set in the layout template) to this printer.

Check the option 'Center document(s) in page' to center all posters, without optimization or layout template.

Configure the printer properties (in the driver)

1. In the 'Configuration' top menu, select 'Printers'
2. Select the printer to configure
3. At the bottom of the window, click 'Printer configuration...'
4. In the printer properties window, configure the driver settings

Configure the 'Job dispatcher' and the optimization

Configure the 'Job dispatcher'

Introduction

The 'Job dispatcher' routes the incoming jobs to queues according to some criteria of the job.

It directs some jobs to some printers (through a queue) and can also group jobs of the same type together.

Purpose

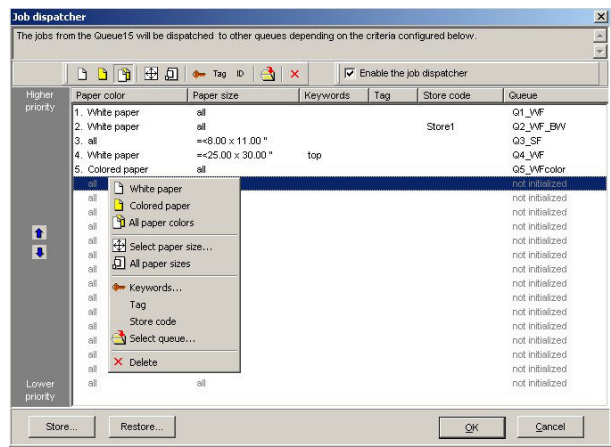
The role of the dispatcher is to collect all the jobs sent to the Print Manager into Queue15 and to allocate each job to the optimal queue (and printer) according to:

- The size of the poster (small format or wide format)
- The color of the paper
- The keywords in the posters
- The tags (the database field defined in the Designer module)
- The store code

Before you begin

Log in as a user whose profile is Admin.

Illustration



Configure the job dispatcher

- 1. In the 'Configuration' top menu select 'Job dispatcher'
- 2. Select 'Configuration' to open the 'Job dispatcher' window
- 3. Select the first top line to initialize and configure it, using the contextual menu (right click on the line) or the top menu icons:

'Paper color': select the color paper criteria in order to send:

- all posters using colored paper to a queue related to a printer using colored paper, select 'Colored paper'
- all posters to be printed on white paper to a queue related to a printer using white paper only, select 'White paper'

To make no difference on the paper color, select 'All paper colors'

'Paper size': select the paper size criteria:

- to send all posters of a specific standard or custom size to a queue related to a printer configured for the corresponding paper size, select 'Select paper size' and define the paper size.
- to make no difference on the paper size, select 'All paper sizes'

'Keywords': to dispatch the posters according to template keywords (defined in the Designer), select 'Keywords' and type the keywords in the field

'Tag': when the content of posters is related to a database, you can set the dispatch on the value of a field in the database. Then type the value of the database field in the tag field.



Note:

In Designer, in the 'Database' Advanced Template properties', the database field must be selected in the Tag field.

'Store code': to dispatch the jobs to queues according to the origin of the jobs (the store that sent the jobs)

'Queue': associate the queue to which the poster must be sent when the combination of criteria is fulfilled

When you define the queue, the combination is initialized in the dispatcher

4. When all the combinations of criteria are defined you must sort them by priority:

Principle of the hierarchy in the 'Job dispatcher':

During the processing, the dispatcher will read the combinations from the first to the last.

It will first take into account the color of the paper, then the size and the keywords to find the most appropriate queue for the job.

Example:

When the first combination fulfills all the poster requirements, the dispatcher sends the poster to the related queue

When the paper color matches, but the size does not match, the dispatcher goes to the following lines to look for the relevant combination

When no combination perfectly matches, it will select the combination of the color with a wider size of paper.

Hierarchy of the combinations

It is recommended to arrange the combinations from the smaller paper size to the wider one, with white paper color put on top of colored paper.

To move the combinations in the list, use the arrows.



Note:

The queue number does not influence the sequence of the combinations.

5. Enable the 'Job dispatcher' to activate it

Delete a combination

1. In the 'Job dispatcher' window, select a combination
2. Right click on it and select 'Delete' in the contextual menu

'Activate' / 'Suspend' the 'Job dispatcher'

Purpose

After you configured the combinations in the 'Job dispatcher', enable or activate it.

To hold all the incoming jobs in Queue15 and stop the dispatch, 'Suspend' the 'Job dispatcher'

Before you begin

Log in as the Administrator.

Enable the 'Job dispatcher' from the 'Job dispatcher' window

1. At the end of the configuration of the 'Job dispatcher' keep the window opened
2. Check the 'Enable the job dispatcher' setting
The 'Job dispatcher' is then activated

Activate the 'Job dispatcher' from the menu

1. In the 'Configuration' top menu, select 'Job dispatcher'
2. Click 'Activate'

Suspend the 'Job dispatcher'

1. In the 'Configuration' top menu, select 'Job dispatcher'
2. Click 'Suspend'

Store and Restore the 'Job dispatcher' settings

Purpose

Save the 'Job dispatcher' combinations for later reuse or duplication:

- The size of the poster (small format or wide format)
- The color of the paper
- Keywords in the posters

Before you begin

Log in as the Administrator.

Store the 'Job dispatcher' settings

1. In the 'Job dispatcher' window, click 'Store...'
 2. Type a name for the file
 3. Click 'Save'
- A .jod file is saved in the 'DbFolder/Bak' folder.

Restore the 'Job dispatcher' settings

1. Click on the 'Restore...' button
2. Browse to the .jod file
3. Click 'Open' to restore the combination
4. 'Activate' / 'Enable the job dispatcher' if needed

Set the 'Optimization'

Introduction

The administrator configures the optimization settings to get the best position of the jobs on the page, according to the needs.

You can configure the optimization:

- From the 'Optimization' menu, to set the behavior of the application
- At queue level, to set the optimization behavior for jobs in the queue

Purpose

Set the optimization settings to:

- Group jobs and print each group separately, to print grouped jobs of a same origin (user, department) for example
- Set the behavior of the optimization

Before you begin

Log in as a user whose profile is Admin.

Create a group of jobs

1. In the 'Optimization' top menu select 'Group jobs by'
2. Select the criteria for grouping:
 - The origin of the jobs: 'User' and/or 'Department' and/or 'Store code'
All the selected active jobs from the same user or department will be grouped and positioned on the same page, or on successive pages.
 - The size of the jobs: 'Size'
All jobs of the same size will be grouped to optimize the position on paper
3. Select the sequence of the printing of these groups:
 - Print them by 'Order': the application prints the jobs of a group in chronological order: first arrived, first printed
 - Print them by 'Printed surface': the application prints first the smaller and then the wider jobs of a group

Position settings

1. in the 'Optimization' top menu select 'No poster rotation' when you want to prevent the rotation of the poster on the paper. The rotation phase is skipped during the optimization and the application will keep the image orientation.
2. Define if the application must avoid or prefer vertical double sided, when vertical double sided is possible.



Note:

You can also set these settings using the icons in the 'Optimization' toolbar: activate it in 'View' - 'Toolbars'.

Set the 'Optimization preview settings'

1. In the 'Optimization' menu select 'Optimization panel settings...'
2. Define whether:
 - the user must confirm the optimization before the job is printed (using the buttons 'OK', 'No' or 'Stop' in the 'Optimization preview')
 - the printing is automatically launched after a timeout
 - the job is never printed after the optimization

Result

In the 'Optimization' menu select 'Information...' to get a summary of the optimization settings you activated.

In combination with the optimization set at queue level and with the settings set on the printer, the optimization can save paper and time by defining the best combination of page size and jobs groups and orientation.

When needed, you can deactivate the optimization for a queue in the queue settings.

Store the configuration

Store and restore the settings configuration file

Purpose

Save the 'Settings' files to store:

- The links to printers
- The job dispatcher configuration
- The queues settings
- The printers settings
- The custom paper sizes

When to do

Save the 'Settings' after the configuration of the application advanced settings.

Before you begin

Log in as a user whose profile is Admin.

Save the configuration 'Settings' files

1. In the top menu select 'Configuration'
2. Select 'Settings'
3. Click 'Store settings...'
4. Enter the name of a new folder to create
5. In the confirmation window, the path to the folder that will contain the settings files is displayed (in 'Posterizer\DbFolder\bak')
6. Click 'Yes' to create the folder and the files
7. Confirm

Restore the configuration 'Settings' files

1. In the top menu select 'Configuration'
2. Select 'Settings'
3. Click 'Restore settings...'
4. Open the Posterizer\DbFolder\bak\[folder name] folder
5. Confirm the restoration

The configuration settings are restored in the application.

6. Click 'OK'

Appendix A

Appendix

File formats: Standard or Custom

Introduction

In the Print Manager, several functions require the definition of the page size:

- The resize of a job in the jobs zone
- The creation of links between queues and printers
- The configuration of the job dispatcher

Use the standard sizes

To resize one or several posters, select it (them) in the job list and select 'Resize selected posters...' in the contextual menu.

In the 'Select size' window, select a standard size in the 'Page size' tab.

When needed, you can adjust the width and the height. To keep the same size proportions when you change the width or the height, check the 'Keep aspect' option.

To maintain the proportions of the objects in the poster, check the 'Resize objects' option.

Create and use custom sizes

You can create and store custom sizes to reuse them.

In the 'Select size' window, open the 'Custom size' tab.

Type a name for the size, the width and the height and click the arrow to store the new format.

To maintain the proportions of the objects in the poster, check the 'Resize objects' option.

To change the size of the custom format, modify the width and height values and click 'Modify'.

Select the custom size and click 'Delete' to remove it from the list.

The supported file formats

Supported file formats

The database file formats	.db, .mdb, .csv, .xls
The image file formats	.bmp, .pct, .ras, .eps, .pcx, .tga, .jpeg, .pic, .tif, .jpg, .png, .pcd, .psd .emf, .cmp, .eps, .wmf



Note:
When the application does not recognize a file format, it displays a big 'X' instead of the image.

The Posterizer custom formats

File format for	Extension	Designer Module	Formula Editor	Data Entry Module	Print Manager Module
Formula	.for		x		
Message file	.mess	x			
Objects Layout file	.olf	x			
Saved poster	.ppf			x	
Poster sent to spooler	.psf				x
Template	.ptf	x			
Layout template	.plf	x			
Saved queue settings	.qni				x
LogFile print report	.qrp			x	x

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Beyond the Ordinary



Printing for Professionals

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